



**PROMOTIONAL EXAMINATION FOR
CALIFORNIA STATE EMPLOYEES
ADMINISTRATIVE LAW JUDGE II (SUPERVISOR)
SPOT - SACRAMENTO ONLY
DEPARTMENTAL PROMOTIONAL FOR:
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	SACRAMENTO ONLY
WHO SHOULD APPLY	Competition Limited To State Employees Only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. (See General Information, Promotional Examinations Only, for exceptions to this requirement).
CROSS FILE-TWO CLASSES	If you meet the entrance requirements for this class and for the Administrative Law Judge II (Specialist), which has the same final file date, you may file for both examination on the same application.
HOW TO APPLY	Applications (STD Form 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILE DATE: FEBRUARY 25, 2005 Applications (STD Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$7420 - \$8979
QUALIFICATIONS APPRAISAL INTERVIEWS	It is anticipated that interviews will be held during April/May 2005. Interviews will be held in Sacramento only.
ELIGIBLE LIST INFORMATION	A Departmental "Open" list will be established for the Department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: It is your responsibility to make sure you meet the minimum qualifications requirements for this examination by the final filing date. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment **and**

Either I

One year of experience performing the duties of an Administrative Law Judge I, Department of Social Services.

OR II

Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

OR III

Five years of experience in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Willingness to travel, tact, and judicial temperament.

**POSITION
DESCRIPTION**

Under direction, to supervise the administrative operation of a regional office in the Administrative Adjudication Division; to assist with the research program for continued improvement of administrative law and procedure; to preside over quasi-judicial hearings on a limited basis, generally involving the most difficult and sensitive issues as provided under the Welfare and Institutions Code 10950 and other applicable statutes.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview (weighted 100%). The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

Scope:

A. Knowledge of:

1. Legal principles and their application.
2. Conduct of hearing proceedings.
3. Rules of evidence governing such procedures and the laws relating to serving notices, taking depositions, and issuing subpoenas.
4. Legal research methods.
5. Court decisions interpreting the powers of administrative boards and agencies.
6. Principles and theories of administrative law and judicial review of administrative actions.
7. Principles and objectives of effective public administration and an understanding of the use of proper administrative procedures in furthering these objectives.
8. Legal terms and forms in common use.
9. Principles of personnel management and supervision.
10. The Department's Equal Employment Opportunity (EEO) Program objectives.
11. A supervisor's role in the EEO Program and processes available to meet EEO objectives.

(CONTINUED ON NEXT PAGE)

**QUALIFICATIONS B.
APPRAISAL
INTERVIEW SCOPE****Ability to:**

1. Perform legal research.
2. Analyze, appraise, and apply legal principles, evidentiary rules and precedents to legal problems.
3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations base on such facts.
4. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and secure confidence and respect.
5. Maintain a fair and impartial attitude of mind without bias or prejudice.
6. Communicate effectively.
7. Coordinate the work of others and assist and advise them in their work.
8. Establish and maintain cooperative relations with those contacted in the course of the work.
9. Contribute effectively to the formulation and administration of departmental policies and programs.
10. Effectively contribute to the Department's EEO Program objectives.

**VETERANS
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

(CONTINUED ON REVERSE SIDE)

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

744 P STREET

SACRAMENTO, CA 95814

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.